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ABSTRACT

To produce various management and accounting reports in order to maintain control of SWRL (Southwest Regional Laboratory) operational and financial activities, a computer-based SWRL financial system was developed. The system design is outlined, and various types of system inputs described. The kinds of management and accounting reports generated are listed, along with methods for generating them. An overall flow-diagram is included. Samples of forms used are appended. (SK)

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SOUTHWEST REGIONAL LABORATORY
TECHNICAL NOTE

DATE: August 21, 1972

NO: TN 5-72-48

TITLE: SYSTEM DESIGN OF THE SWRL FINANCIAL SYSTEM

AUTHOR: Masumi Ikeda

ABSTRACT

The system design of the computer based SWRL Financial System is outlined. Included are descriptions of the various types of system inputs; a definition of their data elements; the kinds of management and accounting reports generated; and an overall system flow diagram.

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SYSTEM DESIGN OF THE SWRL FINANCIAL SYSTEM
SYSTEM DESCRIPTION

The system is designed to produce various management and accounting reports in order to maintain control of SWRL operational and financial activities. Two master files will be maintained to keep abreast of periodic changes in SWRL activities. The following information describes the various requirements necessary in the development of the System.

SOURCE INPUT RECORDS

The system will process various types of source input records which are divided in the following two categories:

1. Special Input

Special Input records are primarily those which will change relatively fixed data contained in the Master File or adding new information to the file. Special Input records do not change monetary data which would reflect financial changes in the General Ledger. Examples of such changes are:

> Change in report number; change is report name, add or change in general ledger data; adding a division or cost center, regenerating a cost center to a different number.

The following are the various types of Special Inputs:

a. SWRL Header: During each processing period a SWRL Header must be inputted. It must be the first record processed during each cycle since it identifies the following:

   1) The processing period date.

   2) The Year and Contract pertaining to the input detail record that are to be processed. Should there be any input data which applies to prior Year and Contract processing, a SWRL Header record should be submitted for each Year and Contract record to be processed. The Financial Master File is maintained in Year and Contract sequence, therefore it is important that a SWRL Header record be inserted for any updating applicable to these periods.

   3) The G & A fixed percentage rate.

b. General Ledger Change: This record is used to add, delete or change data (other than monetary) in the General Ledger portion of the Financial Master File. This could be a change in account title, deleting a general ledger account, and adding a new account to the Master File.

c. Division Header: In the Financial Master File, there will be a Division Header record applicable to all cost centers associated to that Division. This record can be used to change a division report number, division name, or add a new division to the Master File.

d. Cost Center Header: Each Cost Center in the Financial Master File will precede the detail cost records identified to it. The Cost Center Header record is used to change the cost center report number, the cost center name, and to add a new cost center to the Master File.

e. Cost Center Detail: This record is used to change the budgetary data contained in each of the detail cost center record, to delete the detail record, or be used as the regeneration detail should a change in cost center/division occur.

f. Vendor Record 1: This record contains vendor information and can be used to add, change, or delete vendor information from the Vendor Master File. Information contained in this record are: (1) Vendor Name 1, (2) Vendor Name 2 (optional).

g. Vendor Record 2: This record contains additional vendor information. These are: (1) Vendor Address, (2) Vendor City, (3) Vendor State, (4) Vendor Zip Code.

   1) If certain vendor information (except vendor number) is to be deleted, a transaction code C must be used and an asterisk (*) placed in the high order position of the data field containing the information to be deleted.

   2) If the vendor type is a SWRL employee or SWRL account number, a letter S must be placed in the Vendor Type column when these vendors are <u>ADDED</u> to the file. For foreign vendors, a letter F must be placed in this column when these vendors are <u>ADDED</u> to the file. This identification is not necessary when a change or deletion to these records occur.

2. Transaction Input

These are standard inputs processed on a period basis which perform the actual updating operation.

The following are the various types of transaction inputs:

a. Cash Receipts: These records identify all cash receipts for the period.

b. Cash Disbursement: These records identify all cash payments during the period.

c. Sales or Source of Revenue: These records identify all sales or source of revenue during the period.

d. Payroll Distribution: These records identify the payroll distribution to the various cost centers and general ledger accounts.

e. Journal Entries: These records identify various financial transactions not associated with the other input transactions.

f. Adjusting Journal Entries: These records identify all adjustments and corrections required to present fairly the financial condition of SWRL during the reporting period.

g. Reproduction Services Allocation: This information is obtained from an existing system and is used to reallocate cost data which are collected in this operation.

h. Check Input: These records identify payments of all obligations during the report period.

i. Obligations and Encumbrances: These records identify all Y-T-D commitments and changes incurred during the period.

RECORD GENERATION

Each special and transaction record can be identified to interface with one or more reports/master file update processing. After each of these records has been sucessfully edited in the Edit Program, the system will generate additional records which are applicable to their processing requirements. The generated records are appended with a 30-character sort key containing a record or report number as well as other specific control information. Before these records are processed in the Master File Update and Report Format Program, they are sorted and sequenced in the various record groupings according to their report or record number identifications. In the generation of these records, each record is examined to determine its inter-action with not only a report/update processing requirements, but also to insure this interaction is compatible within the system requirements. For example, all expense records must interface the General Ledger File as well as the Management Reports File. (Both of these files and the Encumbrance File are a part of the Financial Master File.) All cash disbursement records (checks)

must interface the General Ledger File, the Management Report File, Check Register Report, and the Encumbrance File providing a valid P.O. number is recorded. Specific inter-acting capabilities also applies to the Encumbrance records. These records will interface with the General Ledger provided it is a prior year commitment, the Management File and the Encumbrance File.

MASTER FILES

The two Master Files used by the System are as follows:

1. Vendor Master File: The records are in sequence by Vendor Number and contain all vendors used by SWRL. Each vendor record contains the Vendor Number, Vendor Name 1, Vendor Name 2 (optional), Vendor Address, Vendor City, Vendor State, and Vendor Zip Code.

2. Financial Master File: This file contains three sets of records.

   a. General Ledger Record: This file is in account number sequence for account classifications of fund resources, obligations and encumbrances, unobligated balance, and source of funds. They are sequenced by contract 3073, 60, and 70 for expenses. These records are updated when report '02' inputs are processed.

   b. Management Records: This file is in sequence by Fund, Year, Contract, Cost Center, and Expense Account/Labor Category. This portion of the Master File is updated when the Report '04' records are processed.

   c. Open Y-T-D Commitment: This file is in sequence by Fund, Year-Contract, and P.O. Number/Encumbrance Number. The encumbrance records are updated when the Report '09' records are processed. Each T19 record inputted during the period adds or adjust the file, while each T12 record either deletes or changes the monetary value of the open Y-T-D obligation.

TYPES OF REPORTS

The preliminary reports generated prior to final system processing are as follows:

1. Error Report: Provides a list of source input records which are found to contain erroneous data. Also, a message specifying the error condition, the beginning and ending column of the erroneous data field, and the underscoring of the data field with asterisks are also displayed.

2. Special Input Listing: Provides a listing of all special input records by input identification.

3. Transaction Input Report: Provides a listing of the various categories of source transaction input with batch controls for purchase orders, cost centers, account numbers, and amounts. Batch totals are reported for each category of input (also sub-category wherever applicable) and a grand total.

After the preliminary reports have been examined by accounting and approval to continue system processing has been granted, the following Management Cost Reports and Accounting Reports are produced. The Management Reports produced by the system are as follows:

1. Division Activity Cost Detail Report: Provides detailed cost data of each activity.

2. Division Cost Summary Report: Provides cost data summary by Division.

3. Cost Summary by Division Activity: Provides summarized data of all activities within a Division.

4. Allocated Direct Cost: Provides information for charges to overhead.

5. General and Administrative Cost Detail Report: Provides detailed data for General and Administrative Cost Pool.

6. Contract Cost Report: Provides complete cost information for a particular contract.

7. Laboratory Cost Summary Report: Provides cost summary of all SWRL Activities.

The Accounting Reports produced by the system are as follows:

1. Check Register: Provides a record of all checks written (non-labor) during the reporting period and is in check number sequence.

2. Y-T-D Open Commitment Report: (P.O. sequences) provides a list of all outstanding obligations (encumbrances).

3. Y-T-D Open Commitment Report (Account Number Sequence) : Provides a list of all outstanding encumbrances in account number sequence.

4. General Ledger: Provides a list of all SWRL Chart of Accounts and the changes that occurred during the reporting period.

5. General Ledger Transactions: Provides a list of each transaction in account number sequence, supporting the summarized changes in the General Ledger.

Upon request, the following reports may also be produced:

1. Vendor Listing in Vendor Number sequence.

2. Vendor Listing of Assigned and Unassigned Numbers.

DATA ELEMENTS

Although they are not specified in each of the source input, the Fund, Year, and Contract must also be included as data elements. The data elements required for each source input are as follows:

1. Cash Receipts
   a. Type of Input
   b. Account Class
   c. Account Number
   d. Amount

2. Cash Disbursements
   a. Type of Input
   b. Account Class or Cost Center
   c. Account Number
   d. Amount

3. Check Input
   a. Type of Input
   b. Account Class or Cost Center
   c. Account Number
   d. Check Amount
   e. Vendor Number
   f. Invoice Number
   g. Invoice Date
   h. P.O. Number/Encumbrance Number
   i. Check Number
   j. Check Date

4. Payroll Distribution
   a. Type of Input
   b. Cost Center
   c. Account Number
   d. Amount
   e. Labor Classification
   f. Labor Hours

5. Sales or Source of Revenue
   a. Type of Input
   b. Account Class
   c. Account Number
   d. Amount

6. Journal Entries
   a. Type of Input
   b. Account Class or Cost Center
   c. Account Number
   d. Amount

7. Adjusting Journal Entries
   a. Type of Input
   b. Account Class or Cost Center
   c. Account Number
   d. Amount

8. Obligations and Encumbrances
   a. Type of Input
   b. P.O. Number/Encumbrance Number
   c. P.O. Date/Encumbrance Date
   d. Vendor Number
   e. Amount
   f. Cost Center
   g. Account Number

9. Reproduction Services Allocation (from system currently in operation)
   a. Type of Input
   b. Cost Center
   c. Account Number
   d. Amount

The special input records would require the following data elements:

1. SWRL Header
   a. Type of Input
   b. Processing Period
   c. SWRL G&A Fixed Percentage Rate

2. Division Header
   a. Type of Input
   b. Transaction Code
   c. Report Number
   d. Division Name

3. Cost Center Header
   a. Type of Input
   b. Transaction Code
   c. Report Number
   d. Cost Center Name

4. Cost Center Change
   a. Type of Input
   b. Transaction Code
   c. Account Number
   d. Account Title or Description
   e. Amount (if applicable)

5. Vendor Information Card 1
   a. Type of Input
   b. Vendor Number
   c. Transaction Code
   d. Vendor Type (domestic, special, or foreign)
   e. Vendor Name 1, Vendor Name 2 (optional)

6. Vendor Information Card 2
   a. Type of Input
   b. Vendor Number
   c. Transaction Code
   d. Vendor Type (domestic, special, or foreign)
   e. Vendor Address, City, State, and Zip Code

To initialize the system, a master file must be created via independent means. This will require information from the SWRL accounting department and would be executed only once.

EXHIBITS

The system flowchart is shown in Exhibit A.

The card layouts of the input data are shown in Exhibits B, C, and D.

The formats of the various reports generated by the system are shown in the following exhibits:

EXHIBIT E1 Thru EXHIBIT E7 - FORMAT FOR (1) ALLOCATED DIRECT COST REPORT (2) GENERAL AND ADMINISTRATIVE COST REPORT (3) DIVISION ACTIVITY COST DETAIL REPORT (4) DIVISION CODE SUMMARY REPORT (5) COST SUMMARY BY DIVISION ACTIVITY (6) CONTRACT COST REPORT (7) LABORATORY COST REPORT.

EXHIBIT F - CHECK REGISTER

EXHIBIT G - Y-T-D OPEN COMMITMENT REPORT (P.O. SEQUENCE)

EXHIBIT H & I - FORMAT FOR (1) GENERAL LEDGER TRANSACTION (2) GENERAL LEDGER

EXHIBIT J - SPECIAL INPUT REPORT

EXHIBIT K - TRANSACTION INPUT REPORT

EXHIBIT L - ERROR REPORT

EXHIBIT M - VENDOR LISTING IN VENDOR NUMBER SEQUENCE

EXHIBIT N - VENDOR LISTING OF ASSIGNED AND UNASSIGNED NUMBERS

The master file record formats are shown in Exhibit P1, P2, P3 and R. The records contained in the Financial Master File and the Vendor Master File are as follows:

1. General Ledger - EXHIBIT P1
2. Division Header - EXHIBIT P2
3. Cost Center Header - EXHIBIT P2
4. Cost Center Detail - EXHIBIT P2
5. Y-T-D Open Commitment - EXHIBIT P3
6. Vendor Master - EXHIBIT R

The layouts for the generation of records during the First Phase Processor of the SWRL Financial System is shown in Exhibit S1 through S5.

The keypunch instructions are shown in Exhibit T1 through T7. (There are no Exhibits O or Q.)

OTHER REQUIREMENTS

The following items are specific requirements for the system:

1. The following reports are to be controlled on a Year and Contract basis:
   a. Division Activity Cost Detail Report
   b. Division Cost Summary Report
   c. Cost Summary By Division Activity
   d. Allocated Direct Cost
   e. General and Adminstrative
   f. Contract Cost Report
2. The Laboratory Cost Summary Report is to be reported in the same format as the Contract Cost Report. All costs as shown in this report will be the total of all contract for a particular year.
3. The Overhead Expense Report is renamed as the Allocated Direct Cost Report. Allocation of these charges will be on the basis of labor (cost center labor/total labor).

4. The General and Administrative cost will be applied on a percentage basis provided by the Business Department.

5. The Check Register will be in Check Number sequence.

6. The Y-T-D Open Commitment Report will be in Year-Contract, P.O./Encumbrance Number Sequence.

7. The General Ledger Transaction and General Ledger will be in Account Number sequence, except for the expenses which are in sequence by specific contracts/expense accounts.

8. All special input and accounting transactions will contain Year and Contract Number.

9. Any check input that does not contain a Purchase Order is assumed to have no affect on the encumbrance and obligations (Y-T-D Open Commitment).

10. A separate contract number will be maintained to control unallowable cost. These costs will be reported in the same format as the Cost Center Reports, except no allocated direct or G&A cost is to be applied. In the General Ledger, these costs will accumulate on the basis of each account number specified.

11. Labor hours will be shown by classification, e.g., Management and Administrative, MPS, Secy., etc. However, labor dollars will only be shown in total and not by individual classification.

12. Allocated Direct Costs will be shown as a single line on all management reports except for the Contract Cost Report. In the latter report, it will be "exploded" into its individual accounts.

13. A G&A rate will be supplied for each contract.

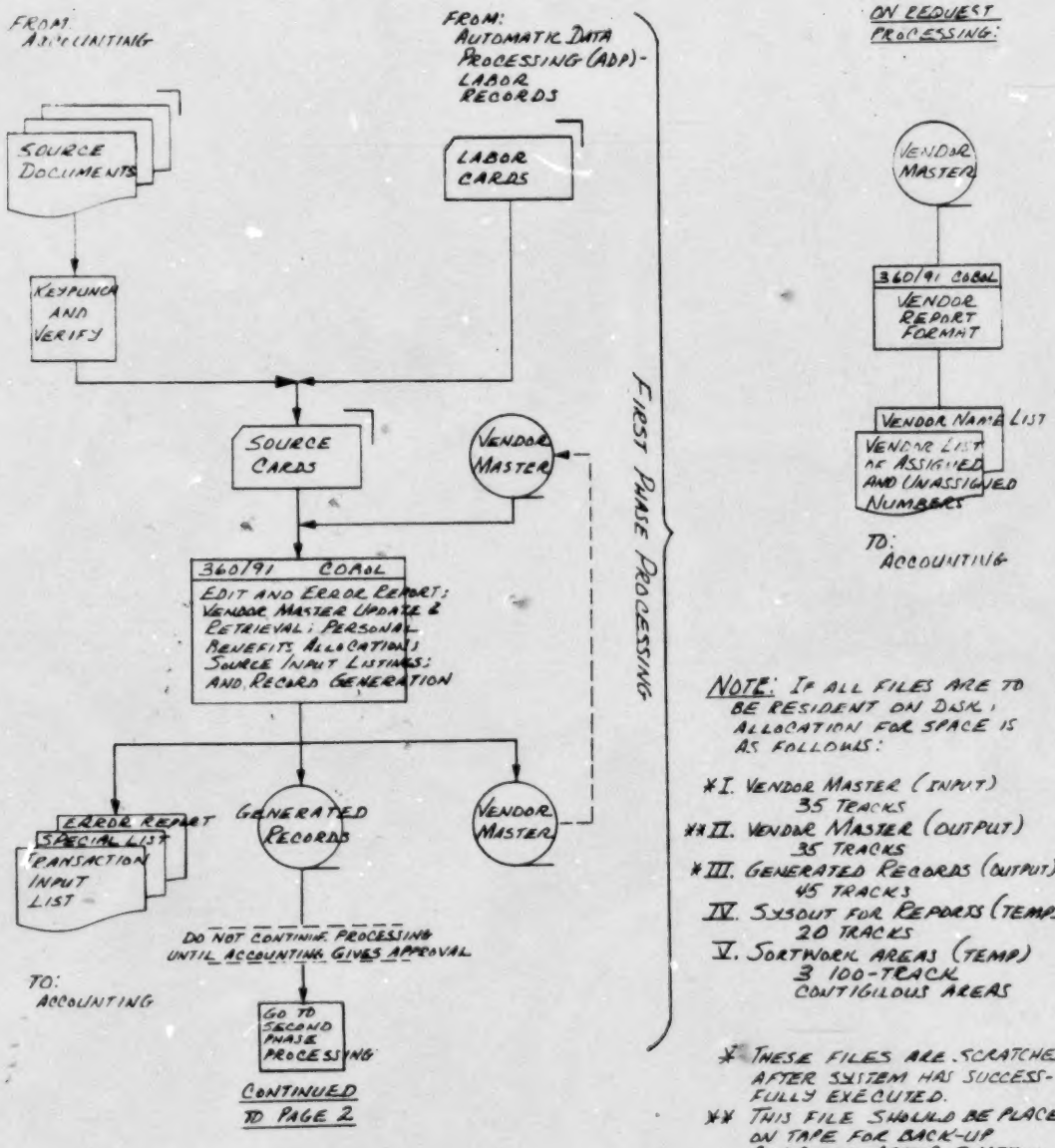
EXHIBIT A

SWRL

FLOWCHART LAYOUT FORM

PROGRAMMER: MASUMI IKEDA
SYSTEM ID: SWRL FINANCIAL SYSTEM
DATE: _____
PAGE 1 OF 2

SYSTEM FLOWCHART



CONTINUED TO PAGE 2

NOTE: IF ALL FILES ARE TO BE RESIDENT ON DISK, ALLOCATION FOR SPACE IS AS FOLLOWS:

*I. VENDOR MASTER (INPUT)
35 TRACKS
**II. VENDOR MASTER (OUTPUT)
35 TRACKS
*III. GENERATED RECORDS (OUTPUT)
45 TRACKS
IV. SYSOUT FOR REPORTS (TEMP)
20 TRACKS
V. SORTWORK AREAS (TEMP)
3 100-TRACK CONTIGUOUS AREAS

* THESE FILES ARE SCRATCHED AFTER SYSTEM HAS SUCCESSFULLY EXECUTED.
** THIS FILE SHOULD BE PLACED ON TAPE FOR BACK-UP PURPOSES AFTER SYSTEM HAS SUCCESSFULLY EXECUTED.

EXHIBIT A

SWRL

FLOWCHART LAYOUT FORM

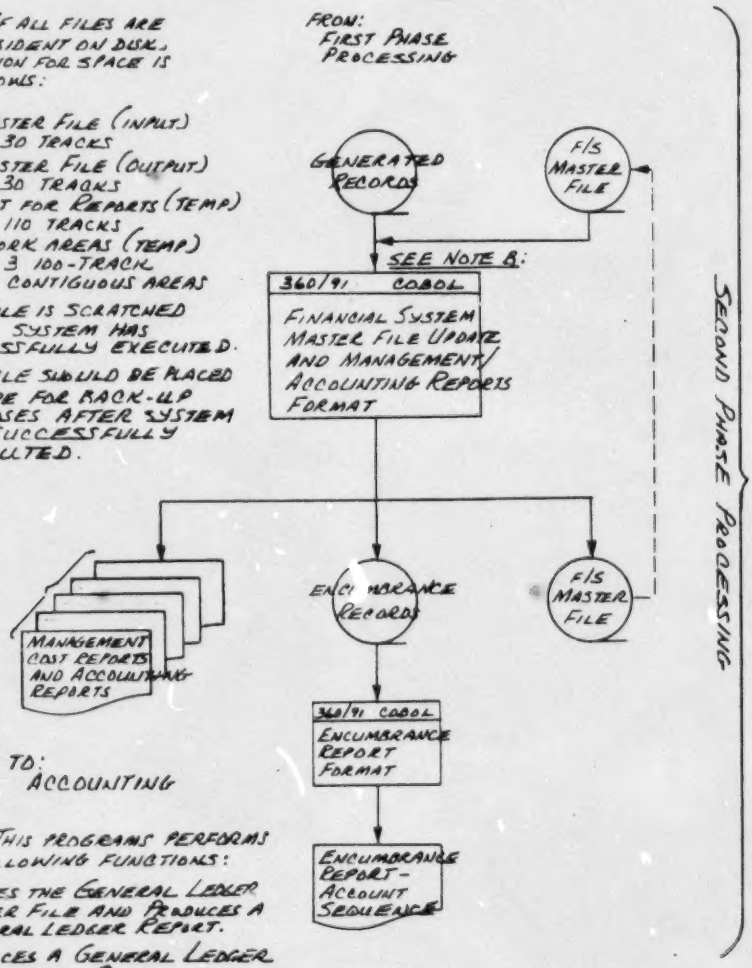
PROGRAMMER: MASUMI IKEDA
SYSTEM ID: SWRL FINANCIAL SYSTEM
DATE:
PAGE 2 OF 2

SYSTEM FLOWCHART (CONT'D)

NOTE A: IF ALL FILES ARE TO BE RESIDENT ON DISK, ALLOCATION FOR SPACE IS AS FOLLOWS:

* I. F/S MASTER FILE (INPUT) 30 TRACKS
** II. F/S MASTER FILE (OUTPUT) 30 TRACKS
III. SYSOUT FOR REPORTS (TEMP) 110 TRACKS
IV. SORTWORK AREAS (TEMP) 3 100-TRACK CONTIGUOUS AREAS

* THIS FILE IS SCRATCHED AFTER SYSTEM HAS SUCCESSFULLY EXECUTED.
** THIS FILE SHOULD BE PLACED ON TAPE FOR BACK-UP PURPOSES AFTER SYSTEM HAS SUCCESSFULLY EXECUTED.



NOTE B: THIS PROGRAMS PERFORMS THE FOLLOWING FUNCTIONS:

I. UPDATES THE GENERAL LEDGER MASTER FILE AND PRODUCES A GENERAL LEDGER REPORT.
II. PRODUCES A GENERAL LEDGER TRANSACTION REPORT.
III. UPDATES THE MGMT COST MASTER FILE AND PRODUCES 4 LEVELS OF COST REPORTING:
   A. COST CENTER REPORT.
   B. DIVISION SUMMARY BY EXPENSE.
      DIVISION SUMMARY BY ACTIVITY.
   C. CONTRACT COST REPORT.
   D. LABORATORY COST REPORTS.
IV. PRODUCES A CHECK REGISTER REPORT
V. UPDATES THE ENCUMBRANCE MASTER FILE AND PRODUCES AN ENCUMBRANCE REPORT.
VI. PRODUCES AN ENCUMBRANCE REPORT TAPE.

TO: ACCOUNTING

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EXHIBIT B

CARD LAYOUT - SPECIAL INPUT

SWRI

COMPUTER CENTER

PROGRAMMER'S NAME			
GROUP.	ROOM	DATE	PAGE OF
MAN NO.	TEL.		

	INPUT ID. NO.	TRANS. CODE	VENDOR TYPE	CONTROL FIELD							ORIG. DATE REF. NO.			DESCRIPTION		
				FUND	DEPT.	CONTRACT	POST CENTER	ACCT NO	AMT/UNIT		AMT/UNIT		AMT/UNIT	AMOUNT		FILLER
*				VENDOR NO.		P.O. ENCUM. NO		VENDOR NAME 1 OR VENDOR ADDRESS						VENDOR NAME 2		
														VENDOR CITY		STATE ZIP
	1 2 3 4 5	6	7 8	9 10 11 12 13 14 15		16 17 18 19 20		21 22 23 24 25 26 27 28 29 30 31 32 33 34 35			36 37 38 39 40 41 42 43 44 45 46 47 48 49 50			51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71		72 73 74 75 76 77 78 79 80
	S01															
	S02															
	S03															
	S04			#												
	S05															
*	S07															
*	S08															
*	S09															

INPUT IDENTIFICATION CODE

- 01 SWRL HEADER
- 02 GENERAL LEDGER CHANGE
- 03 DIVISION HEADER
- 04 COST CENTER HEADER
- 05 COST CENTER DETAIL
- *07 VENDOR RECORD #1
- *08 VENDOR RECORD #2
- *09 ENCUMBRANCE CHANGE

TRANS. CODE LEGEND

- C = CHANGE
- D = DELETE
- N = NEW
- R = REGENERATE

VENDOR TYPE

- D = DOMESTIC
- S = SWRL EMPLOYEES ACCOUNT NUMBERS
- F = FOREIGN

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EXHIBIT C

CARD LAYOUT - TRANSACTION INPUT

SWRB

COMPUTER CENTER

INPUT IDENTIFICATION CODE

01 CASH RECEIPTS	06 ADJUSTING JE	12 CHECK INPUT
02 CASH DISBURSEMENTS	07 REPRO. SERV. ALLOC.	13 SOURCE OF REVENUE DIST.
03 SALES OR SOURCE OF REVENUE	08 UNASSIGNED	19 OBLIG. & ENCUM. DETAIL
04 PAYROLL DISTRIBUTION	09 OBLIG. & ENCUM.	
05 JOURNAL ENTRIES	11 CASH RECEIPTS DIST.	

INPUT TYPE	INPUT IDENT.	VOID CODE	NOT USED	VENDOR NO.	CHECK DATE: MONTH	CHECK DATE: DAY	CHECK DATE: YEAR	CHECK NO.	INVOICE DATE: MONTH	INVOICE DATE: DAY	INVOICE DATE: YEAR	INVOICE NO.	P.O. / ENC. NO.	CONTROL FIELD: FUND	CONTROL FIELD: LIAB. YEAR	CONTROL FIELD: YEAR	CONTROL FIELD: CONT.	CONTROL FIELD: COST CENTER	CONTROL FIELD: ACCT NO.	AMOUNT	NOT USED
1	2 3 4 5 6	7	8	9 10 11 12 13 14	15 16 17 18	19 20		21 22 23 24 25	26 27 28 29	30 31		32 33 34 35 36 37 38 39 40 41	42 43 44 45 46 47	48 49 50	51 52 53	54 55	56 57 58 59	60 61 62 63 64 65		66 67 68 69 70 71 72 73 74 75 76	77 78 79 80
T	01																				
T	02																				
T	03																				
T	04																				
T	05																				
T	06																				
T	07																				
T	08																				
T	09																				
T	11																				
T	12																				
T	13																				
T	19																				

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FORM 59 Rev. 10—12—71

☆ GPO 793-215

EXHIBIT D

SWRI

CARD LAYOUT - LABOR RECORD (FROM ADP)
COMPUTER CENTER

PROGRAMMER'S NAME			
GROUP	ROOM	DATE	PAGE OF
MAN NO.	TEL.		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
INPUT TYPE		INPUT IDENT	NOT USED	CONTROL FIELD															PROF CAT	LABOR ACCOUNT										LABOR HOURS											NOT USED																																													PAYROLL DATE					
				YEAR		CONTRACT				FUND			COST CENTER			ACCT NO																																																																	MONTH		DAY		YEAR	
1	Ø	4														5	Ø	6																		

EXHIBIT

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY
900 - ALLOCATED DIRECT COSTS
ACTIVITY COST DETAILED REPORT

PAGE NO: 229
PERIOD ENDING:

HR-CONTRACT: XX-XXXX
REPORT NO: 900-900

DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	4-T-D COMMITMENTS	4-T-D TOTAL	4-T-D BUDGET	TOTAL BUDGET
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL OTHER DIRECT COSTS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL ACTIVITY COST	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-

FORM 61

EXHIBIT E2

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1														
2	YR-CONTRACT: XX-XXXX					SOUTHWEST REGIONAL LABORATORY								
3	REPORT NO: 100-XXX					1XX - XXXXXXXXXX XXXXX XXXXXXXXXX					PAGE NO: ZZ9			
4						ACTIVITY COST DETAILED REPORT					PERIOD ENDING:			
5					CURRENT			4-7-D		4-7-D		4-7-D		TOTAL
6	----------DESCRIPTION----------				MONTH	YEAR-TO-DATE		COMMITMENTS		TOTAL		BUDGET		BUDGET
7														
8	LABOR HOURS													
9	XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
10	XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
11	(		(		(	(		(		(		(		
12														
13	TOTAL LABOR HOURS				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
14														
15	TOTAL LABOR DOLLARS				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
16														
17	OTHER DIRECT COSTS													
18	XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
19	XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
20	XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
21														
22	(		(		(	(		(		(		(	(	
23														
24	TOTAL OTHER DIRECT COSTS				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
25														
26	TOTAL ALLOCATED DIRECT COSTS				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
27														
28	TOTAL ACTIVITY COST				ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-		ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	
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FORM 61

EXHIBIT E3

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY
XXX - XXXXXXXXXXXXXXXXXXXXXXXXXXX
ACTIVITY COST DETAILED REPORT

PAGE NO: 1
PERIOD ENDING:

VR-CONTRACT: XX-XXXX
REPORT NO: XXX-XXX

DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	Y-T-D COMMITMENTS	Y-T-D TOTAL	Y-T-D BUDGET	TOTAL BUDGET
LABOR HOURS						
XXX XXXXXXXXXXXXXXXXXXXX

EXHIBIT E4

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

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EXHIBIT E5

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

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EXHIBIT E6

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY

YR-CONTRACT: XX-XXXX

REPORT NO: ARL-DIV

CONTRACT COST REPORT

PAGE NO: 229

PERIOD ENDING:

DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	Y-T-D COMMITMENTS	Y-T-D TOTAL	Y-T-D BUDGET	TOTAL BUDGET
LABOR HOURS						
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL LABOR HOURS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL LABOR DOLLARS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
OTHER DIRECT COSTS						
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL OTHER DIRECT COSTS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
GENERAL AND ADMINISTRATIVE (XX.XX%)	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL CONTRACT COSTS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-

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FORM 61

EXHIBIT E7

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY

LABORATORY COST REPORT

PAGE NO: ZZ9
PERIOD ENDING:

YR. CONTRACT: XX
REPORT NO: SWRL

DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	4-T-D COMMITMENTS	4-T-D TOTAL	4-T-D BUDGET	TOTAL BUDGET
LABOR HOURS						
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL LABOR HOURS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL LABOR DOLLARS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
OTHER DIRECT COSTS						
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL OTHER DIRECT COSTS	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
GENERAL AND ADMINISTRATIVE (XX.XX%)	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-
TOTAL LABORATORY COST	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-	ZZZ,ZZZ,ZZZ.99-

24

FORM 61

EXHIBIT F

Southwest Regional Laboratory
Computer Center

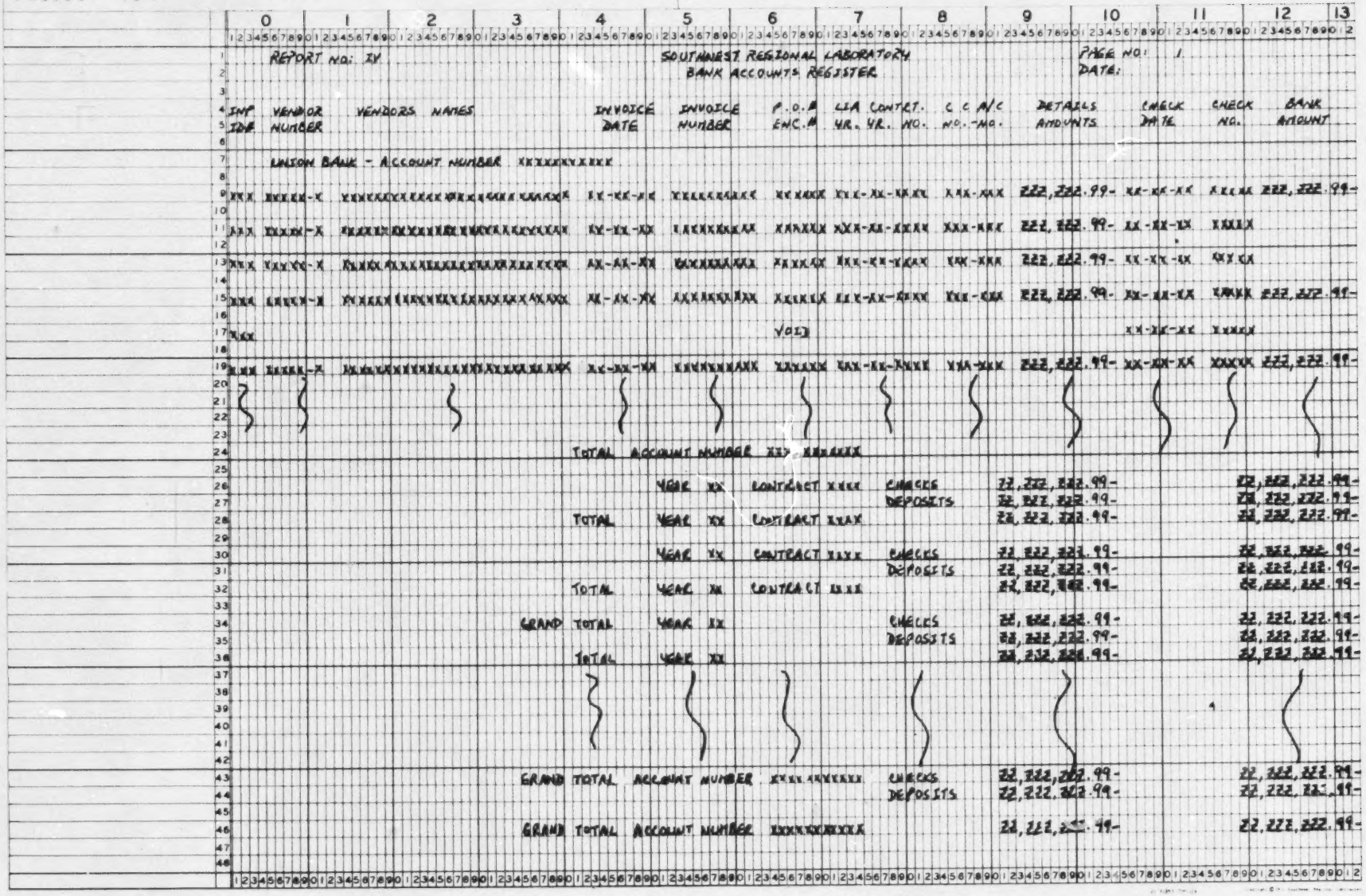
REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:



FORM 61

EXHIBIT G

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1	FISCAL YEAR: XXXX					SOUTHWEST REGIONAL LABORATORY					PAGE NO: 1			
2	REPORT NO: Y-A					Y-T-D OPEN COMMITMENT REPORT					MONTH OF:			
3														
4	P.O. DATE	VENDOR	P.O.	P.O. PRINT	FND	FIA	ET	CONT	C.C. A/C	ORIGINAL	BAL PO B/F	P.O. PAID	P.O. ADJITS	OPEN COMMIT
5	INPUT SD	NO.	NUMBER	DATE		YR.	YR	NO.	-NO.-NO.	P.O. AMT	Y.T.D.	M.T.D.	M.T.D.	Y.T.D.
6														
7	XX-XX-XX	XXXXX-X	XXXXXX	XX-XX-XX	XXX	XXX	XX	XXXX	XXX XXX	222,222.99-	222,222.99-	222,222.99-	222,222.99-	222,222.99-
8														
9	XX-XX-XX	XXXXX-X	XXXXXX	XX-XX-XX	XXX	XXX	XX	XXXX	XXX XXX	222,222.99-	222,222.99-	222,222.99-	222,222.99-	222,222.99-
10														
11														
12														
13			CONTRACT TOTAL:											
14														
15			CONTRACT XXXX											
16														
17	09100		P.O. LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
18	09110		P.O. ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
19														
20	09200		PUBLICATION PO LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
21	09210		PUBLICATION PO ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
22														
23	09300		ENCUMBRANCES LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
24	09310		ENCUMBRANCES ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
25														
26	09400		CONSULTANTS LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
27	09410		CONSULTANTS ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
28														
29			FINAL TOTAL:					222,222,222.99-		222,222,222.99-			222,222,222.99-	
30			YEAR XXXX						222,222,222.99-		222,222,222.99-			
31														
32			YEAR TOTAL:											
33														
34	09100		P.O. LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
35	09110		P.O. ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
36														
37	09200		PUBLICATION PO LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
38	09210		PUBLICATION PO ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
39														
40	09300		ENCUMBRANCES LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
41	09310		ENCUMBRANCES ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
42														
43	09400		CONSULTANTS LOGGING					222,222,222.99-		222,222,222.99-			222,222,222.99-	
44	09410		CONSULTANTS ADJUSTMENTS						222,222,222.99-		222,222,222.99-			
45														
46			FINAL TOTAL:					222,222,222.99-		222,222,222.99-			222,222,222.99-	
47			YEAR XXXX						222,222,222.99-		222,222,222.99-			
48														

FORM 61

EXHIBIT H

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

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EXHIBIT I

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

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EXHIBIT 5

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY
SPECIAL INPUT LIST/NO.

PAGE NO.:
MONTH OF: DECEMBER, 1971

REPORT NO: II-A

COLUMNS 1/ THRU 80

INPUT LOCAT.	TRANS. CODE	FORM	YR/CONT. NO. VENDOR NO.	COST CENTER
501			72-3473	
502	N		72-3478	XXX
503	N		X—X-X	
504	D		X—X-X	
505	N		X—X-X	

123/7/25000000000

FORM 61

EXHIBIT L

SAMPLE

SOUTHWEST REGIONAL LABORATORY
TRANSACTION INPUT REPORT

REPORT NO: II-8

MONTH OF: DECEMBER, 1971

INPUT IDENT.	VENDOR NUMBER	CHECK DATE	CHECK NUMBER	INVOICE DATE	INVOICE NUMBER	P.O./ ENCUM.NO.	FUND	LIAB. ACCT.	YEAR	CONT. NO.	COST CENTER	ACCT. NO.	AMOUNT
T04				12-31-71	PAYROLL				72	0070	470	500	194.43
T04				12-31-71	PAYROLL				72	0070	470	500	267.88
T04				12-31-71	PAYROLL				72	3073	100	500	285.12
T04				12-31-71	PAYROLL				72	3073	100	500	863.83
T04				12-31-71	PAYROLL				72	3073	100	500	505.80
T04				12-31-71	PAYROLL				72	3073	101	500	144.51
T04				12-31-71	PAYROLL				72	3073	101	500	483.90
T04				12-31-71	PAYROLL				72	3073	101	500	120.99
T04				12-31-71	PAYROLL				72	3073	101	500	79.54-
T04				12-31-71	PAYROLL				72	3073	201	500	70.99
T04				12-31-71	PAYROLL				72	3073	201	500	485.78
T04				12-31-71	PAYROLL				72	3073	202	500	753.86
T04				12-31-71	PAYROLL				72	3073	202	500	402.10
T04				12-31-71	PAYROLL				72	3073	202	500	75.30
T04				12-31-71	PAYROLL				72	3073	203	500	437.14
T04				12-31-71	PAYROLL				72	3073	203	500	73.11
T04				12-31-71	PAYROLL				72	3073	203	500	491.20
T04				12-31-71	PAYROLL				72	3073	204	500	853.47
T04				12-31-71	PAYROLL				72	3073	204	500	292.44
T04				12-31-71	PAYROLL				72	3073	206	500	357.90
T04				12-31-71	PAYROLL				72	3073	206	500	445.73
T04				12-31-71	PAYROLL				72	3073	208	500	115.60
T04				12-31-71	PAYROLL				72	3073	208	500	373.37
T04				12-31-71	PAYROLL				72	3073	302	500	431.72
T04				12-31-71	PAYROLL				72	3073	302	500	594.20
T04				12-31-71	PAYROLL				72	3073	303	500	415.21
T04				12-31-71	PAYROLL				72	3073	303	500	715.59
T04				12-31-71	PAYROLL				72	3073	304	500	979.81
T04				12-31-71	PAYROLL				72	3073	304	500	238.17
T04				12-31-71	PAYROLL				72	3073	305	500	1,066.36
T04				12-31-71	PAYROLL				72	3073	305	500	93.79
T04				12-31-71	PAYROLL				72	3073	306	500	663.84
T04				12-31-71	PAYROLL				72	3073	307	500	744.86
T04				12-31-71	PAYROLL				72	3073	307	500	1,230.80
T04				12-31-71	PAYROLL				72	3073	307	500	114.30
T04				12-31-71	PAYROLL				72	3073	307	500	3.42-
T04				12-31-71	PAYROLL				72	3073	308	500	461.76
T04				12-31-71	PAYROLL				72	3073	308	500	384.23
T04				12-31-71	PAYROLL				72	3073	308	500	120.08-
T04				12-31-71	PAYROLL				72	3073	309	500	485.98
T04				12-31-71	PAYROLL				72	3073	310	500	117.23
T04				12-31-71	PAYROLL				72	3073	310	500	488.70
T04				12-31-71	PAYROLL				72	3073	311	500	205.77
T04				12-31-71	PAYROLL				72	3073	401	500	1,724.05
T04				12-31-71	PAYROLL				72	3073	401	500	735.01
T04				12-31-71	PAYROLL				72	3073	401	500	56.00
T04				12-31-71	PAYROLL				72	3073	401	500	14.00-
T04				12-31-71	PAYROLL				72	3073	402	500	431.01
T04				12-31-71	PAYROLL				72	3073	402	500	501.49
T04				12-31-71	PAYROLL				72	3073	403	500	465.29
T04				12-31-71	PAYROLL				72	3073	403	500	605.57

SAMPLE

EXHIBIT K (cont'd)

REPORT NO: II-B

SOUTHWEST REGIONAL LABORATORY
TRANSACTION INPUT REPORT

MONTH OF: DECEMBER, 1971

INPUT IDENT.	VENDOR NUMBER	CHECK DATE	CHECK NUMBER	INVOICE DATE	INVOICE NUMBER	P.O./ ENCUM.NO.	FUND	LIAB. ACCT.	YEAR	CONT. NO.	COST CENTER	ACCT. NO.	AMOUNT
T12700	03260-3	12-31-71	00310	12-31-71	STMT				72	3073	L	200	4,500.00
T12700	12701-9	12-30-71	00311	12-31-71	TRANSFER				72		A	101	177.33
		TOTAL T12700			***	669,379					7,850	12,749	8,784.22 *
		TOTAL T12			***	669,379					9,258	15,148	5,873.99 **
T13000				12-31-71					72	3073	L	232	1,019.75-
T13000				12-31-71					72	3073	R	430	395.00-
T13000				12-31-71					72	3073	R	431	30.00-
T13000				12-31-71					72	3073	R	434	1,614.88-
		TOTAL T13000			***							1,527	3,059.63-*
		TOTAL INPUT			***	669,379					21,305	75,718	36,406.71 ***

SAMPLE

EXHIBIT K (PART 2)

SOUTHWEST REGIONAL LABORATORY
TRANSACTION INPUT REPORT

REPORT NO: II-B

MONTH OF: DECEMBER, 1971

INPUT IDENT.	VENDOR NUMBER	CHECK DATE	CHECK NUMBER	INVOICE DATE	INVOICE NUMBER	P.O./ ENCUM.NO.	FUND	LIAB. ACCT.	YEAR	CONT. NO.	COST CENTER	ACCT. NO.	AMOUNT
T19200				12-14-71		P 2076			72	3073	403	572	14.50
T19200				12-15-71		P 2077			72	3073	403	572	110.50
T19200				12-15-71		P 2078			72	3073	403	572	6.95
T19200				12-15-71		P 2079			72	3073	403	572	10.95
T19200				12-15-71		P 2080			72	3073	403	572	12.45
T19200				12-15-71		P 2081			72	3073	403	572	4.75
T19200				12-15-71		P 2082			72	3073	403	572	40.00
T19200				12-16-71		P 2083			72	3073	403	572	5.00
T19200				12-27-71		P 2084			72	3073	403	572	4.30
T19200				12-27-71		P 2085			72	3073	403	572	13.00
		TOTAL T19200			***	98,952					9,344	7,456	1,112.01 *
T19400				12-01-71		C 1			72	3073	100	521	800.00
T19400				12-01-71		C 2			72	3073	100	568	000.00
T19400				12-01-71		C 3			72	3073	100	521	000.00
T19400				12-01-71		C 3			72	3073	100	537	10.00
T19400				12-01-71		C 4			72	3073	305	521	825.00
T19400				12-01-71		C 4			72	3073	305	537	276.00
T19400				12-01-71		C 5			72	3073	508	521	400.00
T19400				12-01-71		C 5			72	3073	508	537	128.00
T19400				12-01-71		C 6			72	3073	508	521	200.00
T19400				12-01-71		C 6			72	3073	508	537	690.80
		TOTAL T19400			***	39					3,042	5,321	3,329.80 *
		TOTAL T19			***	1,261,935					1,656	1,935	8,922.10 **
		TOTAL INPUT			***	1,261,935					1,656	1,935	8,922.10 ***
		**********											
		*GRAND TOTAL **********			>	1,931,314					92,961	67,653	65,328.81 ***
		**********											

SAMPLE

EXHIBIT L

SOUTHWEST REGIONAL LABORATORY
ERROR REPORT

RPT NO: CCC0-00

DATE: DECEMBER, 1971

```
.........1.........2.........3.........4.........5.........6.........7.........8  ERROR COLS.  ..............REMARKS..............

1231714      M  201   1F                                          KLI7CO
                                                                              C1-01   MUST BE S OR T
S07   M 039C8C      CLASSROOM FILM DISTRIBUTORS   INC.
                                                                              C7-07   MUST BE C, D, A
S08   D 002C97
                                                                              C7-07   DELETE CODE FOR CARD1 ONLY
T12100  12345C13C17112Z491106?AAB12345   R169P2102   87    Z  1R8C0012ABC123Z
        ******                                                                C9-14   CHECK DIGIT ERROR
              ******                                                          15-20   INVALID MONTH
                    *****                                                     21-25   MUST BE NUMERIC
                          ******                                              26-31   MUST BE NUMERIC
                                 ******                                       42-47   INVALID P.O./ENCLR. NUMBER
                                       ***                                    48-50   MUST BE BLANK OR NUMERIC
                                          **                                  54-55   MUST BE NUMERIC
                                            ****                              56-59   MUST BE NUMERIC
                                               ***                            60-62   MUST BE NUMERIC OR A,E,L,U,R,O
                                                  ***                         63-65   MUST BE NUMERIC
                                                     ***********              66-77   MUST BE POSITIVE OR NEGATIVE

T12     12345012>47C2345C
        ******                                                                C9-14   CHECK DIGIT ERROR
              ******                                                          15-20   MUST BE NUMERIC
                    *****                                                     21-25   MUST BE NUMERIC
                          ******                                              26-31   MUST BE NUMERIC
                                ***********                                   32-41   MUST CONTAIN DATA
                                          **                                  54-55   MUST BE NUMERIC
                                            ****                              56-59   MUST BE NUMERIC
                                               ***                            60-62   MUST BE NUMERIC OR A,E,L,U,R,O
                                                  ***                         63-65   MUST BE NUMERIC
                                                     ***********              66-77   MUST BE POSITIVE OR NEGATIVE

T12     12345012>47C1234CC0172      222222121C4AB    12C   CCCCOC0084J
        ******                                                                C9-14   CHECK DIGIT ERROR
              ******                                                          15-20   MUST BE NUMERIC
                          ******                                              26-31   MUST BE NUMERIC
                                 ******                                       42-47   INVALID P.O./ENCLR. NUMBER
                                       ***                                    48-50   MUST BE BLANK OR NUMERIC
                                          **                                  54-55   MUST BE NUMERIC
                                            ****                              56-59   MUST BE NUMERIC
                                               ***                            60-62   MUST BE NUMERIC OR A,E,L,U,R,O
                                                  ***********                 66-77   MUST BE POSITIVE OR NEGATIVE

S08   C 369365      ERROR RECORD                LOS ANGELES          123XY
        ******                                                                09-14   CHECK DIGIT ERROR

T21     ERROR RECORD
        **                                                                    C2-03   MUST BE 01 THRU 09, 11 THRU 19
```

SAMPLE

EXHIBIT L (CONT'D)

SOUTHWEST REGIONAL LABORATORY
ERROR REPORT

REPORT NO: CCCO-00

PAGE NO: 2
DATE: DECEMBER, 1971

			ERROR CODES	REMARKS
TX3	ERROR RECORD			
**			C2-03	MUST BE C1 THRU C9, 11 THRU 19
S07	C 222228	CORPORATION OF AMERICA		
*			C7-07	MUST BE C, D, N
	******		C9-14	CHECK DIGIT ERROR
S08	S 232412	CA		
*			C7-07	MUST BE C, D, N
	******		C9-14	MUST BE NUMERIC
		********** *****	51-71	CITY IS MISSING
			76-80	ZIP CODE MISSING OR NOT NUMERIC
SOV	ERROR	ERROR RECORD		
**			C2-03	MUST BE 01,02,03,04,05,07,08
S02	4Z L Z	24XCCCCAEC1234		
*			C7-07	MUST BE C, D, N
	***		C9-11	MUST BE BLANK OR NUMERIC
	***		21-23	MUST BE NUMERIC
	**********		24-34	MUST BE BLANK OR NUMERIC
S04	B	MXCCOC45K1QYCCCCOCOO106		
*			C7-07	MUST BE C, D, N
	**		12-13	MUST BE NUMERIC
	***		18-20	MUST BE NUMERIC OR A,E,L,U,R,O
	******		35-40	MUST BE NUMERIC
S04	A 71	451ABC1234567891X		
*			C7-07	MUST BE C, D, N
	****		14-17	MUST BE NUMERIC
	******		35-40	MUST BE NUMERIC
T1210C	14X32012S4720123400017C	04244S C*X 3CL740C CCOOCCO450CJ		
	******		C9-14	MUST BE NUMERIC
	******		15-20	MUST BE NUMERIC
	******		26-31	INVALID MONTH
	**********		32-41	MUST CONTAIN DATA
		***	51-53	MUST BE NUMERIC
		**	54-55	MUST BE NUMERIC
		****	56-59	MUST BE NUMERIC
		***	60-62	MUST BE NUMERIC OR A,E,L,U,R,O
		***	63-65	MUST BE NUMERIC
T1210C	KKKKKKC1C172ABC12C33172	P00?21 Y21 AC435115210000C045OOJ		
	******		C9-14	MUST BE NUMERIC
	*****		21-25	MUST BE NUMERIC
	**********		32-41	MUST CONTAIN DATA
		***	51-53	MUST BE NUMERIC
		**	54-55	MUST BE NUMERIC
		****	56-59	MUST BE NUMERIC

SAMPLE

EXHIBIT L (CONT'D)

SOUTHWEST REGIONAL LABORATORY
ERROR REPORT

REPORT NO: CCCC-00

PAGE NO: 3
DATE: DECEMBER, 1971

T127CC	0074041210710122120771	P02C63	723C734C3572CCCCCCCCCC675		32-41	MUST CONTAIN DATA
T127CC	143F041215710016611197151MT	EDUCC7	27C7C3C72	5210C30CC350000	60-62	MUST BE NUMERIC OR A,E,L,U,P,O
T127CC	1162C3123C710238C110171NASA931-72C055C5		27C7C3C73	561CCC0CCC072750	60-62	MUST BE NUMERIC OR A,E,L,U,R,C
T130CC	123171	0	723C73	4300C00C20395C6	60-62	MUST BE NUMERIC OR A,E,L,U,R,C
T130CC	123171	0	723C73	4310CCCCCC030C6	60-62	MUST BE NUMERIC OR A,E,L,U,R,C
T040CC	123171ERROR RECC		101541		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE
T040CC	123171ERROR RECC		202542		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE
T040CC	123171ERROR RECC		303546		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE
T040CC	123171ERROR RECC		505571		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE
T040CC	123171ERROR RECC		306551		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE
T040CC	123171ERROR RECC		506574		54-55	MUST BE NUMERIC
					56-59	MUST BE NUMERIC
					63-65	MUST BE FOR CC $CO ONLY
					66-77	MUST BE POSITIVE OR NEGATIVE

EXHIBIT 1 (cont'd)

SOUTHWEST REGIONAL LABORATORY
ERROR REPORT

PROJECT NO: 3666-10

PAGE NO: 4
DATE: DECEMBER, 1971

				ERROR CODE	REMARKS
T04CCC	123171ERROR RECD	** **** **** **********	20557	54-55	MUST BE NUMERIC
				56-59	MUST BE NUMERIC
				63-65	MUST BE FOR CC 4C3 ONLY
				66-77	MUST BE POSITIVE OR NEGATIVE

EXHIBIT M

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY
VENDOR MASTER FILE
VENDOR NUMBER SEQUENCE

PAGE NO: 1

VEN NO	VENDOR NAME	ADDRESS	CITY	STATE	ZIP
00010-8	A&J MANUFACTURING COMPANY	1112J HINDRY AVENUE	LOS ANGELES	CA	90007
00020-5	A-1 OFFICE EQUIPMENT CO.	13040 SO. HAWTHORNE	HAWTHORNE	CA	90250
00035-3	ACADEMIC MEDIA, INC.	1736 WESTWOOD BLVD.	LOS ANGELES	CA	90024
00040-0	ACADEMIC PRESS, INC.	111 FIFTH AVENUE	NEW YORK	N.Y.	10003
00046-4	ACCOUNTANTS OVERLOAD	3850 WILSHIRE BLVD.	LOS ANGELES	CA	90010
00850-5	AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION	1607 NEW HAMPSHIRE AVENUE, N.W.	WASHINGTON	D C	20009
00900-7	AMERICAN SAFETY & HEATING ASSOCIATION	9000 OLD GEORGETOWN RD.	WASHINGTON	D C	20014

TOTAL VENDORS ON THE FILE ---------- 154

GRAND TOTAL VENDORS ON FILE ---------- 1980

FORM 61

EXHIBIT N

Southwest Regional Laboratory
Computer Center

REPORT LAYOUT CHART

TITLE:

PREPARED BY:

DATE:

PROJECT ID:

SOUTHWEST REGIONAL LABORATORY
VENDOR MASTER FILE
VENDOR NUMBER SEQUENCE

PAGE NO: 1

VEN NO	VENDOR NAME	ADDRESS	CITY	STATE	ZIP
00010-E	A K J MANUFACTURING COMPANY	11121 WINDY AVENUE	LOS ANGELES	CA	90007
00011-6					
00012-M					
00013-3					
00014-0					
00004-5	A-1 OFFICE EQUIPMENT CO.	13040 SO. HAWTHORNE	HAWTHORNE	CA	90250
00001-3					
00002-3	ACADEMIC MEDIA, INC.	1756 WESTWOOD BLVD.	LOS ANGELES	CA	90024
00727-7					
00938-5					
00759-3					
00769-7	AMERICAN SPEECH & HEARING ASSOCIATION	9030 OLD GEORGETOWN ROAD	WASHINGTON	D C	20014

TOTAL VENDORS ON THE FILE ---------- AGN

TOTAL AVAILABLE VENDOR NUMBER ---------- AID

GRAND TOTAL VENDORS ON FILE ---------- 1980

GRAND TOTAL AVAILABLE NUMBERS ---------- 5395

FORM 61

SWRL

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

RECORDING MODE:
FIXED ☒
LENGTH 100
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
40 RECORDS

REMARKS:

EXHIBIT P1

TITLE: SWRL FINANCIAL SYS DATE: 5-31-72

FILE ID: FINANCIAL MASTER FILE

PROGRAMMER: M. IKEDA

CARD LAYOUT ☐

TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:

△ = Blank	P = Packed Dec.
A = Alpha	O = Octal
N = Numeric	H = Hexadecimal
X = Alpha/Num.	B = Binary

RECORD I.D.
GENERAL LEDGER
(05)

	RECORD ID	CONTROL FIELD						ACCOUNT TITLE	AMOUNT	FILLER
		FUND	YEAR	CONTRACT	FILLER	ACCOUNT #	FILLER			
FORMAT	N	X	N	N	△	N	△	X	N	△
POSITIONS		5		10		15		20 25 30 35 40 45	50 55 60	65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SWRL FINANCIAL SYS DATE: 5-31-72

FILE ID: FINANCIAL MASTER FILE

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 100
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
1.0 RECORDS

REMARKS:

EXHIBIT P2

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:
Δ = Blank, A = Alpha, N = Numeric, X = Alpha/Num., P = Packed Dec., O = Octal, H = Hexadecimal, B = Binary

RECORD I.D. DIVISION HEADER (10)

	RECORD ID	CONTROL FIELD					REPORT NUMBER	DIVISION NAME	FILLER
		FUND	YEAR	CONTRACT	DIVISION NO.	FILLER			
FORMAT	N	X	N	N	N	Δ	N	A	Δ
POSITIONS		5		10		15	20	25	30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED

RECORD I.D. COST CENTER HEADER (10)

	RECORD ID	CONTROL FIELD						REPORT NUMBER	COST CENTER NAME	FILLER
		FUND	YEAR	CONTRACT	COST CENTER	FILLER	CO. ID			
FORMAT	N	X	N	N	N	Δ	N	N	A	Δ
POSITIONS		5		10		15	20	25	30 35 40 45 50 55 60 65 70 75 80 85 90 95 100	

☐ CONTINUED

RECORD I.D. COST CENTER DETAIL (10)

	RECORD ID	CONTROL FIELD						YTD	OPEN COMM.	YTD BUD.	TOTAL BUDGET	FILLER
		FUND	YEAR	CONTRACT	COST CENTER	AMT. NO	DEMAND ID					
FORMAT	N	X	N	N	N	N	N	N	N	N	N	Δ
POSITIONS		5		10		15		20 25 30	35 40	45 50	55 60	65 70 75 80 85 90 95 100

☐ CONTINUED

RECORD I.D.

FORMAT	
POSITIONS	5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

RECORDING MODE:
FIXED ☒
LENGTH 100
VARIABLE ☐
MAX
MIN
BLOCKING FACTOR:
BLOCK CONTAINS
40 RECORDS

REMARKS:

EXHIBIT P3

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:
△ = Blank P = Packed Dec.
A = Alpha O = Octal
N = Numeric H = Hexadecimal
X = Alpha/Num. B = Binary

TITLE: SWRL FINANCIAL SYS DATE: 5-31-72.
FILE ID: FINANCIAL MASTER FILE
PROGRAMMER: M. IKEDA

RECORD I.D.
YTD OPEN
COMMITMENT MASTER
(20)

	RECORD ID	CONTROL FIELD								PO/ENC DATE			VENDOR NUMBER	VENDOR NAME	LIAB. ACCT	FILLER	P.O./ENC. BALANCE	ORIGINAL AMOUNT
		FUND	P.O./ENCUM NUMBER		YEAR	CONTRACT	COST CENTER	ACCT. NO.	FILLER	MONTH	DAY	YEAR						
FORMAT	N	X	X		N	N	N	N	△	N	N	N	N	X	N	△	N	N
POSITIONS		5	10		15		20		25			30	35	40 45 50 55 60 65	70	75	80 85	90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

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COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SWRL FINANCIAL SYS DATE: 5-31-72

FILE ID: VENDOR MASTER FILE

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 130
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
20 RECORDS

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

REMARKS:

EXHIBIT R

FORMAT LEGEND:

△ = Blank	P = Packed Dec.
A = Alpha	O = Octal
N = Numeric	H = Hexadecimal
X = Alpha/Num.	B = Binary

RECORD I.D.
VENDOR MASTER

VENDOR NUMBER	FILLER	VENDOR NAME 1	VENDOR NAME 2	VENDOR ADDRESS

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

VENDOR CITY	VENDOR STATE	VENDOR ZIP

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

☐ CONTINUED
RECORD I.D.

FORMAT
POSITIONS 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80 85 90 95 100

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SWRL FINANCIAL SYS DATE: 6-5-72

FILE ID: GENERATED RECORDS

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 160
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
20 RECORDS

REMARKS:

EXHIBIT S1

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:
△ = Blank, A = Alpha, N = Numeric, X = Alpha/Num., P = Packed Dec., O = Octal, H = Hexadecimal, B = Binary

RECORD I.D.
GENERAL LEDGER
TRANS - REPT ID
02

FORMAT

POSITIONS	1–5	6–10	11–15	16–20	21–30	31–35	36–40	41–100
	RECD ID: INPUT ID, FILLER	CONTROL FIELD: FUND	YEAR	CONTRACT	FILLER	TOTAL EXPENSE	TRANS DATE: MONTH	DAY / YEAR / FILLER

☐ CONTINUED

RECORD I.D.
RECD ID = 501

FORMAT

POSITIONS	1–5	6–30	31–35	36–40	41–45	46–50	51–60	61–100
	FILLER	SORT KEY: REPT ID	ACCT. NO.	FUND	YEAR	CONTRACT NO.	RECD ID	FILLER

☐ CONTINUED

RECORD I.D.
GENERAL LEDGER
TRANS - REPT ID
02 & 03

FORMAT

POSITIONS	1–5	6–10	11–15	16–20	21–25	26–30	31–35	36–50	51–80	81–100
	RECD ID: INPUT ID, FILLER	CONTROL FIELD: FUND	YEAR	CONTRACT	FILLER	ACCT. NO.	AMOUNT	FILLER	ACCOUNT TITLE	FILLER

☐ CONTINUED

RECORD I.D.
RECD ID = 502

FORMAT

POSITIONS	1–5	6–30	31–35	36–40	41–45	46–50	51–60	61–100
	FILLER	SORT KEY: REPT ID	ACCT. NO.	FUND	YEAR	CONTRACT NO.	RECD ID	FILLER

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

RECORDING MODE: FIXED ☒ LENGTH 160 VARIABLE ☐ MAX ____ MIN ____
BLOCKING FACTOR: BLOCK CONTAINS 20 RECORDS

REMARKS:

EXHIBIT S2

TITLE: SWRL FINANCIAL SYS DATE: 6-5-72
FILE ID: GENERATED RECORDS
PROGRAMMER: M. IKEDA

CARD LAYOUT ☐
TAPE RECORD LAYOUT ☒

FORMAT LEGEND:
△ = Blank, A = Alpha, N = Numeric, X = Alpha/Num., P = Packed Dec., O = Octal, H = Hexadecimal, B = Binary

RECORD I.D.
GENERAL LEDGER TRANS - RCPT ID 02 & 03

| POSITIONS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SWRL FINANCIAL SYS DATE: 6-7-72

FILE ID: GENERATED RECORDS

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 160
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
20 RECORDS

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

REMARKS:

EXHIBIT S3

FORMAT LEGEND:
△ = Blank, A = Alpha, N = Numeric, X = Alpha/Num., P = Packed Dec., O = Octal, H = Hexadecimal, B = Binary

RECORD I.D.
MANAGEMENT REPORT
TRANS - REPT ID 04

FORMAT
POSITIONS

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SWEL FINANCIAL SYS DATE: 6-7-72

FILE ID: GENERATED RECORDS

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 160
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS
2.0 RECORDS

REMARKS:

EXHIBIT S4

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:
△ = Blank
A = Alpha
N = Numeric
X = Alpha/Num.
P = Packed Dec.
O = Octal
H = Hexadecimal
B = Binary

RECORD I.D.
MANAGEMENT REPORT TRANS - RECD ID 04

FORMAT

POSITIONS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	RECD ID				CONTROL FIELD					LABOR LIMIT				

COMPUTER SYSTEMS
FILE/RECORD LAYOUT

TITLE: SIVRL FINANCIAL SYS DATE: 6-7-72

FILE ID: GENERATED RECORDS

PROGRAMMER: M. IKEDA

RECORDING MODE:
FIXED ☒
LENGTH 160
VARIABLE ☐
MAX
MIN

BLOCKING FACTOR:
BLOCK CONTAINS 20 RECORDS

REMARKS:

EXHIBIT 55

CARD LAYOUT ☐
TAPE
RECORD LAYOUT ☒

FORMAT LEGEND:
△ = Blank, A = Alpha, N = Numeric, X = Alpha/Num., P = Packed Dec., O = Octal, H = Hexadecimal, B = Binary

RECORD I.D.
CHECK REGISTER
TRANS - REPT ID 08

POSITIONS	1	2	3	4	5–10	11–14	15–16	17–18	19–20	21–25	26–27	28–29	30–35	36–40	41–45	46–50	51–55	56–60	61–65	66–75	76–100
FORMAT																					
	RECD ID		INPUT ID	TRANS. SET TYPE	VENDOR NUMBER	CHECK DATE: MONTH	DAY	YEAR	CHECK NUMBER	INVOICE DATE: MONTH	DAY	YEAR	INVOICE NUMBER	P.O./ENCUM. NUMBER		CONTROL FIELD: FUND	LINE YR	YEAR	CONTRACT	COST CENTER	ACCT. NO.	AMOUNT	FILLER

☐ CONTINUED

RECORD I.D.
RECD ID = T01, T12

POSITIONS	1	2	3	4	5–10	11–14	15–16	17–18	19–20	21–25	26–27	28–29	30–35	36–40	41–45	46–50	51–55	56–60	61–65	66–75	76–100
FORMAT																					
					VENDOR NAME								SORT KEY: REPT ID	CONTINUED ID	TRANS SET TYPE	INPUT ID	TRANS SET TYPE	DATE	CHECK NUMBER	FILLER	

☐ CONTINUED

RECORD I.D.
ENCUMBRANCES
TRANS - CEPT ID 09

POSITIONS	1	2	3	4	5–10	11–14	15–16	17–18	19–20	21–25	26–27	28–29	30–35	36–40	41–45	46–50	51–55	56–60	61–65	66–75	76–100
FORMAT																					
	RECD ID		INPUT ID	TRANS. SET TYPE	VENDOR NUMBER	CHECK DATE: MONTH	DAY	YEAR	CHECK NUMBER	INVOICE DATE: MONTH	DAY	YEAR	INVOICE NUMBER	P.O./ENCUM. NUMBER		CONTROL FIELD: FUND	LINE YR	YEAR	CONTRACT	COST CENTER	ACCT. NO.	AMOUNT	FILLER

☐ CONTINUED

RECORD I.D.
RECD ID = T12, T19

POSITIONS	1	2	3	4	5–10	11–14	15–16	17–18	19–20	21–25	26–27	28–29	30–35	36–40	41–45	46–50	51–55	56–60	61–65	66–75	76–100
FORMAT																					
					VENDOR NAME OR FILLER								SORT KEY: REPT ID	FUND	P.O. NUMBER	YEAR	CONTRACT	COST CENTER	ACCT. NUMBER	FILLER	

DATE: July 11, 1972

EXHIBIT I

PROJECT: SWRL Financial Syste-

CARD LAYOUT FORM

Type of Card: SWRL Header

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input Type	1	3	3	Keypunch 'S01'
2	Not used	4	11	8	Leave blank
3	Year	12	13	2	All columns must be numeric.
4	Contract	14	17	4	All columns must be numeric.
5	Not used	18	23	6	Leave blank
6	NOT USED ~~SWRL suplier~~	24	34	11	All columns MUST BE BLANK
7	Process date	35	40	6	All columns must be numeric.
~~8~~	~~Not used~~	~~41~~	~~80~~	~~40~~	~~Leave blank~~
8	G & A PERCENT	41	50	10	ALL COLUMNS MUST BE NUMERIC.
9	NOT USED	51	80	30	LEAVE BLANK

Comments:

DATE: July 11, 1972

EXHIBIT T2

PROJECT: SWRL Financial System

CARD LAYOUT FORM

Type of Card: General Ledger

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input type	1	3	3	Keypunch 'S02'
2	Not used	4	6	3	Leave blank
3	Trans. code	7	7	1	C, D, or N
4	Not used	8	11	4	Leave blank
5	Year	12	13	2	All columns must be numeric.
6	Contract	14	17	4	Unless field is blank, all columns must be numeric.
7	Cost Center	18	20	3	Leave blank
8	Account Number	21	23	3	All columns must be numeric.
*9	Amount	24	34	11	Unless field is blank, all columns must be numeric
					(see below)
10	Not used	35	50	16	Leave blank
11	Account Title	51	80	30	LJ. punch as shown; may be blank.

Comments:

* Column 34 may contain the following alpha characters: J, K, L, M, N, O, P, Q, R. These characters represent a negative number.

DATE: July 11, 1972

EXHIBIT T3

PROJECT: SWRL Financial Syste-

CARD LAYOUT FORM

Type of Card Division Header

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input type	1	3	3	Keypunch 'S03'
2	Not used	4	6	3	Leave blank
3	Trans. Code	7	7	1	C, D, N, or R
4	Not used	8	11	4	Leave blank
5	Year	12	13	2	All columns must be numeric.
6	Contract	14	17	4	All columns must be numeric.
7	Divison number	18	20	3	All columns must be numeric.
8	Not used	21	23	3	Leave blank
9	Not used	24	34	11	Leave blank
10	Report number	35	40	6	Unless field is blank, all columns must be numeric
11	Not used	41	50	10	Leave blank
	Division name	51	80	30	LJ, punch as shown; may be blank

Comments:

DATE: July 11, 1972

EXHIBIT 14

PROJECT: SWRL Financial Syste

CARD LAYOUT FORM

Type of Card Cost Center Header

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input Type	1	3	3	Keypunch 'S04'
2	Not used	4	6	3	Leave blank
3	Trans. Code	7	7	1	C, D, N, or R
4	Not used	8	11	4	Leave blank
5	Year	12	13	2	All columns must be numeric.
6	Contract	14	17	4	All columns must be numeric.
7	Cost center	18	20	3	All columns must be numeric.
8	Account number	21	23	3	Keypunch '000'
9	Not used	24	34	11	Leave blank
10	Report number	35	40	6	Unless field is blank, all columns must be numer
11	Not used	41	50	10	Leave blank
12	Cost center name	51	80	30	LJ, punch as shown; may be blank.

Comments:

DATE: July 11, 1972

EXHIBIT 15

PROJECT: SWRL Financial System

CARD LAYOUT FORM

Type of Card Cost Center Detail

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input Type	1	3	3	Keypunch 'S05'
2	Not used	4	6	3	Leave blank
3	Trans. code	7	7	1	C, D, N, or R
4	Not used	8	11	4	Leave blank
5	Year	12	13	2	All columns must be numeric.
6	Contract	14	17	4	All columns must be numeric.
7	Cost center	18	20	3	All columns must be numeric.
8	Account number	21	23	3	All columns must be numeric.
9	Amount (YTD)	24	34	11	Unless field is blank, all columns must be numeri
10	Amount (Open)	35	45	11	Unless field is blank, all columns must be numeri
11	Amount (Bud)	46	56	11	Unless field is blank, all columns must be numeri
12	Amount (Tot. Bud.)	57	67	11	Unless field is blank, all columns must be numeri

Comments:

DATE: July 11, 1972

EXHIBIT 6

PROJECT: SWRL Financial Syste

CARD LAYOUT FORM

Type of Card Vendor Card No. 1

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input Type	1	3	3	Keypunch 'S07'
2	Not used	4	6	3	Leave blank
3	Trans. Code	7	7	1	C, D, or N
4	Vendor type	8	8	1	Blank, F, or S
5	Vendor number	9	14	6	All columns must be numeric
6	Not used	15	20	6	Leave blank
7	Vendor name #1	21	50	30	LJ, punch as shown; may be blank
8	Vendor name #2	51	80	30	LJ, punch as shown; may be blank

Comments:

LJ = Left Justify

DATE: July 11, 1972

EXHIBIT T7

PROJECT: SWRL Financial System

CARD LAYOUT FORM

Type of Card Vendor Card No. 2

Field No.	Field Description	Columns From	Columns Thru	No. of Columns	Coding Instructions
1	Input type	1	3	3	Keypunch 'S08'
2	Not used	4	6	3	Leave blank
3	Trans. code	7	7	1	C, D, or N
4	Vendor type	8	8	1	Blank, F, or S
5	Vendor number	9	14	6	All columns must be numeric.
6	Not used	15	20	6	Leave blank
7	Vendor address	21	50	30	LJ, punch as shown; may be blank
8	Vendor city	51	71	21	LJ, punch as shown; may be blank
9	Vendor state	72	75	4	LJ, punch as shown; may be blank
10	Vendor zip	76	80	5	Punch as shown, all columns must be numeric unless field is blank

Comments:

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